

**CITY OF LAKE STEVENS
REGULAR CITY COUNCIL MEETING MINUTES**

Tuesday, November 12, 2013
Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street N.E. Lake Stevens

CALL TO ORDER: 7:00 p.m. by Mayor Vern Little

COUNCILMEMBERS PRESENT: Todd Welch, Suzanne Quigley, Kathy Holder, Kim Daughtry, Marcus Tageant, Neal Dooley and John Spencer

COUNCILMEMBERS ABSENT:

STAFF MEMBERS PRESENT: City Administrator Jan Berg, City Attorney Cheryl Beyer, Planning Director Becky Ableman, Finance Director Barb Stevens, Public Works Director Mick Monken, Human Resource Director Steve Edin, Senior Planner Russ Wright, Interim Police Commander Craig Valvick, Principal Planner Karen Watkins, Interim Police Chief Dan Lorentzen, and City Clerk/Admin. Asst. Norma Scott

OTHERS: Katrina Sperry, Steve Lesley, Bruce Morton, Sam Low

Guest Business. Katrina Sperry, who lives near Frontier Village, reported problems with the community park on 88th as follows: drug issues, crime rate increased, graffiti, dirty needles in the park area, teenagers in the park at 2:00 a.m., forts built to hide in, and cell tower was vandalized. She requested better lighting, patrols and blackberry removal. Mayor Little commented that Seattle City Light owns the property and will work with them on the issues.

Steve Lesley, 9003 13th Street SE, noted the same problems. They need help to maintain the paths. The clothes in the donation box at the storage business are being thrown on the path. There is also a drug house on their street and one at the end of another, which are a constant source of problems.

Interim Police Chief Lorentzen encouraged them to call 911.

Councilmember Quigley requested an update on the process to do away with the drug houses.

Bruce Morton, 11222 Vernon Rd, commented he is upset with the police scandals, should identify the officers who made the mistakes and terminate them to stop these scandals. He questioned the 10% levy tax increase. He also noted because of the commercial building regulations, businesses may not be attracted to Lake Stevens.

Consent Agenda. Councilmember Tageant moved to approve the Consent Agenda (A. Approve November vouchers [Payroll Direct Deposits 907874-907936 for \$113,884.90; Payroll Checks 35910 for \$2,435.93; Electronic Funds Transfers 657-662 for \$139,083.42; Claims 35911-35972 for \$655,905.60; Void Checks 35864 for deduct of \$85.71; Tax Deposit 11/1/2013 \$44,223.40; for Total Vouchers Approved of \$955,447.54]; B. Approve Council regular meeting minutes of October 28, 2013; C. Approve Amendment #1 to the Janitorial Services agreement

with Advantage Building Services, extending the agreement for an additional year), seconded by Councilmember Welch; motion carried unanimously. (7-0-0-0)

Public Hearing in consideration of first reading of Ordinance No. 904, proposed 2014

Budget and property tax levy certification. City Clerk Scott read the public hearing procedure. Finance Director Lowe noted this is the first public hearing and reviewed the following: budget calendar, 2013 estimated revenue and expenses, 2013 capital/project requests, 2013 PW capital/project requests, 2014 budget focus, 2014 preliminary budget of all funds, General Fund Forecast, General Fund Ending Balances, General Fund 2014 Preliminary Fund Balances, General Fund Revenue Assumptions for 2014, General Fund Revenues Assumption and Actual, 2013 Property Tax Breakdown, 2014 Property Tax Levy, General Fund Revenue Assumptions and Actual, General Fund Expenditure Assumptions for 2014, 2014 Draft Budgeted staffing levels, 2014 General fund Request, General Fund 2014 Proposed Expenditures, Street Fund Preliminary Fund Balances, Street Fund Revenue and Expenditures Assumptions for 2014, Surface Water Fund 2014 Preliminary Fund Balances, Surface Water Revenue and Expenditure Assumptions for 2014, Public Works Requests 2014, Capital Project – Developer Contribution Fund 2014, Sidewalk Capital Project Fund 2013-2014, and 2014 budget next steps in the budget process.

Public comments. Sam Low, 8409 4th Place SE, commented (attached document was provided to Council) the City is adding two officers and is a net of one with the loss of the Police Services Officer (PSO). Mr. Low reviewed the budget history of how many officers were authorized to receive weapons in the past. The proposed 2014 budget number is 26 officers which is the same for the last three years. He doesn't know how the City is adding officers or even the net one officer without the PSO. He is in favor of keeping the PSO position.

MOTION: Councilmember Welch moved to close the public comment portion of the hearing, seconded by Councilmember Spencer; motion carried unanimously. (7-0-0-0)

Councilmember Spencer asked if there is an engineering estimate on the cost to decommission the aerator. Public Works Director Monken responded about \$160,000 to decommission not including the compressor building.

Councilmember Welch noted he has not seen the amendment on the budget to retain the PSO. Mayor Little responded an amendment can be made this evening or at the next hearing.

MOTION: Councilmember Welch moved to propose amendment that staffing level for Police Department that the PSO position is kept and not gotten rid of including bringing on two new officers, seconded by Councilmember Tageant.

Councilmember Quigley asked Council to vote against this amendment; we need a responsible budget.

Councilmember Spencer commented the code enforcement position is almost always in the Planning Department and suggested adding a third officer and keeping the code enforcement in planning.

Councilmember Holder commented when economic development occurs then hiring more officers is the goal.

Motion failed with Councilmembers Welch and Tageant voting yes. (2-5-0-0)

MOTION: Councilmember Spencer moved to plan for an additional officer in the Police Department beginning in the middle (June) of 2014, seconded by Councilmember Tageant. After a brief discussion, the motion maker and second concurred on withdrawing their motion. This will be brought back to the next public hearing with details on the effect of that position on the current and future budgets. Mayor Little suggested a needs list be provided. For example, the list should include street improvements, right-of-way purchase, and other department needs.

MOTION: Councilmember Dooley moved to close the public hearing, seconded by Councilmember Holder; motion carried unanimously. (7-0-0-0)

MOTION: Councilmember Dooley moved for first reading of Ordinance 904, proposed 2014 budget and property tax levy certification, seconded by Councilmember Daughtry; motion carried unanimously. (7-0-0-0)

First and final reading of Ordinance No. 906, setting property tax levy and collection for 2014. Finance Director Stevens noted this ordinance sets the property tax levy and authorizes the county to collect property taxes on behalf of the City. Because the City has banked capacity, an unused portion of the highest lawful levy amount from prior years, the City's 2014 levy includes an additional \$175,000 of the lost property tax revenues from prior years. The ordinance includes an estimated 10% increase over the 2013 regular levy due to the amount of banked capacity used. The levy rate of \$1.60 per \$1,000 of assessed value is not likely to change.

MOTION: Councilmember Spencer moved to approve first and final reading of Ordinance No. 906, setting property tax levy and collection for 2014 and authorize the Mayor to sign the levy certification, seconded by Councilmember Holder; motion carried unanimously. (7-0-0-0)

Adopt Resolution No. 2013-14, Comprehensive Emergency Management Plan (CEMP). Interim Police Chief Lorentzen reported this resolution repeals a 2002 CEMP resolution and adopts a plan that applies to emergency management activities coordinated by Snohomish County Department of Emergency Management and the City.

MOTION: Councilmember Holder moved to adopt Resolution No. 2013-14, Comprehensive Emergency Management Plan, seconded by Councilmember Spencer; motion carried unanimously. (7-0-0-0)

Approve 2014 pavement overlay commitment to the 20th Street SE sewer interceptor project. Public Works Director Monken reported due to future economic development for the 20th Street SE corridor, this overlay is necessary from 83rd at Cavelero entrance to 91st and is the City's contribution to the sewer interceptor project. The Sewer District is committed to having the interceptor completed by June or July of next year. \$250,000 is already in the City's budget to cover the overlay. The District will contribute if the cost is over \$250,000. The current District interceptor project cost is estimated to be between \$1.1 to 1.3 million.

MOTION: Councilmember Spencer moved to authorize a 2014 budget commitment in the amount not to exceed \$250,000 to perform the roadway overlay of 20th Street between SE 83rd

to SE 91st in conjunction with the Lake Stevens Sewer Districts Southwest interceptor project, seconded by Councilmember Daughtry; motion carried unanimously. (7-0-0-0)

DISCUSSION: Briefing on the Comprehensive Plan docket and housekeeping

ordinances. Principal Planner Watkins reviewed the City's one land use map correction amendment and seven text amendments. Senior Planner Wright noted the Park Board was central in updating the draft Park Plan element. The Park Board moved their recommendation to the Planning Commission to be added to their recommendation to Council.

Councilmember Holder noted on Page 158 of the Council agenda packet the last sentence should read "Mini-parks may be public or private." (The word "private" was added)

Principal Planner Watkins reported the code housekeeping amendments are to correct code errors and revisions found during code implementation and update code to be consistent with the GMA Comprehensive Plan.

DISCUSSION: Recreational marijuana regulations briefing. Principal Planner Watkins reported one of Council's questions was where do taxes for processing and production go. She noted the lengthy answer is provided in the I502 excerpts provided in the staff report. Ms. Watkins explained the tier model. Colorado regulations are a month ahead of Lake Stevens' schedule. Colorado included medical and recreational marijuana regulations. The public process was moved into January and February of next year. On December 6 Lake Stevens will be sharing information with the cities of Marysville, Arlington and Granite Falls. Ms. Watkins reviewed the ordinance comparison table of other cities.

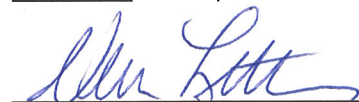
Senior Planner Wright commented by State law protected sensitive areas will be separated by 1,000 foot direct line of travel from one property to another. The State plans to amend that definition to 1,000 foot straight line from property line to property line which would be consistent with the City's mapping. Mr. Wright reviewed the mapped zones, which may be appropriate for a marijuana facility. Ms. Watkins reviewed the changes to the City's land use code.

Planning Director Ableman reported Ms. Watkins has accepted a position with the County of San Bernardino.

DISCUSSION: Ordinance No. 905, 2013 Budget Amendment. Finance Director Lowe noted this is amendment four to the 2013 budget and reviewed the amendments. This ordinance will be on the next meetings consent agenda.

Executive Session. Mayor Little called for an executive session at 9:31 p.m. for 15 minutes on two pending litigations with no action to follow. After a brief recess, the executive session began at 9:35 p.m. and ended at 9:50 p.m.

Adjourn. 9:52 p.m.



Vern Little, Mayor



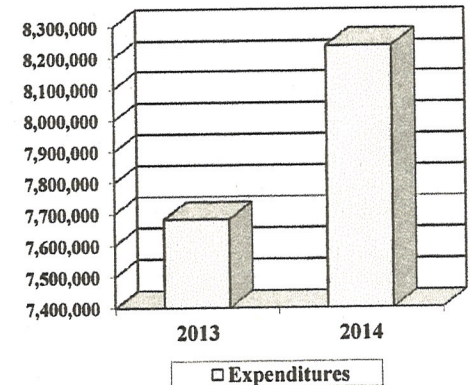
Norma J. Scott, City Clerk/Admin. Asst.



General Fund Expenditure Assumptions for 2014

- Estimated to Increase 7% over 2013
- Continue budgeting for Economic Development – \$300,000
- Transfer of \$500,000 to General Reserve Fund
 - Future Economic Development & Infrastructure Costs
- No Human Services Donations in 2014 ✓
- Salaries & Benefits
 - Cost of Living Increase – 2%
 - Medical/Retirement Increase – 2%
- Reorganization of Staff Positions
 - Law Enforcement
 - Eliminate 1 Sergeant Position
 - Add 1 Office of Professional Standards Lieutenant Position (LEMAP Recommendation)
 - Eliminate the Police Support Officer (PSO) Position
 - Building Dept would take over code enforcement
 - Officers would take over animal control enforcement
 - Add 2 Officer Positions
 - Planning/Building
 - Add 1 Building Inspector Position
 - Allow Building Official to do more Plan Review
 - Code Enforcement
 - Alleviate need for on-call contract for building inspection services

*ILWA Agreement
For Shorebank*



+ 100, K

+ 38, K

SUBMITTED AT MEETING OF
11/12/2013
FOR PUBLIC RECORD

Sam how

Line Item Description	2012 Year End	Amended Budget	Estimated Ending	Executive/ Sub Committee Budget
Finance - Financial Software Maint	2,100	2,100	-	-
Finance - New Financial Software Service		120,000	102,733	9,553
Finance - Miscellaneous	105	300	300	300
Finance - Staff Development	175	750	750	1,225
Finance - Banking Services	157	2,000	800	1,500
TOTAL FINANCE	100,724	254,405	234,566	196,402
Legal - Professional Service	53,449	54,400	70,000	70,000
TOTAL LEGAL	53,449	54,400	70,000	70,000
Planning - Salaries	321,340	336,510	336,243	316,955
Planning - Benefits	121,374	124,317	127,242	128,156
Planning - Office Supplies	2,622	2,325	577	2,300
Planning - Operating Expenses	826	1,000	1,687	1,500
Planning - Tools & Equipment	900	900	900	1,200
Planning - Professional Services	426	4,000	3,923	4,000
Planning - Prof. Serv. UGA/RUTA		-	-	-
Planning - Engineering - Biologist		-	-	-
Planning - Prof. Serv. Hear. Exam.	1,600	2,500	2,500	7,500
Planning - Critical Areas - Developer Reimb	8,455	7,000	7,000	7,000
Planning - Prof Serv Eagle Ridge Graphics		-	-	-
Planning - GIS mapping		-	-	-
Planning - Communication	2,958	3,246	3,598	2,881
Planning - Travel	665	1,200	1,821	1,500
Planning - Advertising	8,205	8,000	6,950	8,000
Planning - Repair & Maint.	1,222	1,240	588	1,400
Planning - Miscellaneous	36	150	86	150
Planning - Printing and Binding	590	1,000	500	500
Planning - Capital		-	-	-
Planning - Permit Tracking System Upgrade	4,344	-	-	-
Planning - Permit Tracking Maint	5,430	5,430	5,430	5,430
Planning - Permit Tracking Customer Module		-	-	-
Planning - Staff Development	928	1,200	1,200	2,350
Planning - Shoreline Master Program	481	-	-	-
Planning - Economic Development	85,271	300,000	300,000	300,000
Planning Commission - Miscellaneous	24	100	100	100
TOTAL PLANNING	567,697	800,118	800,345	790,922
Building Department - Salaries	134,449	136,749	136,003	133,198
Building Department - Benefits	55,293	57,993	56,721	59,101
<i>BUILDING INSPECTOR</i>				88,096
Building Department - Office Supplies	470	1,500	1,890	2,200
Building Department - Operating Supply	1,429	400	750	550
Building Department - Fuel	1,821	1,800	1,127	1,200
Building Department - Professional	1,990	3,000	4,670	4,500
Building Department - Communications	442	768	186	274
Building Department - Travel		470	264	450
Building Department - Repair & Maintenance				500
Building Department - Miscellaneous	125	280	280	500
Building Department - Staff Development		700	700	1,200
Building - Capital Outlay		-	-	-
TOTAL BUILDING	196,019	203,660	202,592	291,769
Law Enforcement - Salaries	2,146,754	2,315,634	2,132,518	2,185,077
Law Enforcement - Holiday Pay Out	58,237	85,696	85,696	85,000
Law Enforcement - Extra Duty Salaries	10,506	10,000	10,000	10,000
<i>PSO POSITON ELIMINATED -ADD OFFICER (net)</i>				16,165
<i>SERGEANT POSITION ELIMINATE- ADD LIEUTENANT (net)</i>				2,580
<i>ADD NEW POLICE OFFICER</i>				89,492
<i>NEW POLICE OFFICER - Equipment/Academy</i>				11,000
<i>CADETS</i>				20,700
Law Enforcement - Overtime	223,528	200,000	200,000	200,000

Snopac Dispatch

This is the city's cost of participating in a regional 911-dispatch center and records management operation. This is slightly higher due to rising costs and increase in calls of service.

Capital Outlay

This provides for new or replacement equipment. A detail of expenses can be found in the Capital Expenditure section in the budget document appendix.

Drug Investigation

This fund is used for buying specialized supplies, equipment and training for narcotics investigations.

Staff Development

This is used to pay tuition and training fees in order to keep the staff current with professional standards and practices.

Evidence Alarm

This provides for monitoring of an alarm system to the evidence alarm.

POSITION LIST FTE:

Position	2009	2010	2011	2012
Police Chief	1	1	1	1
Police Commander	1	1	1	1
Receptionist/ Office Asst.	0.32	0.32	0.16	0.16
Accountant	0.1	0.1	0.1	0.1
Sergeants	5	5	5	5
Detectives	2	2	2	2
Traffic Officers	2	1	1	0
School Resource Officer	1	1	2	2
Police Officers	10	10	16	16
Code Enforcement Officer	1	1	1	1
Cadets	0	1	0	0
Police Reserves	1	1	0	0
Admin. Coordinator	1	1	1	1
Records Clerk	3	3	3	3
Leave Buy Out/OT	0	1	1	1
TOTAL	28.42	29.42	34.26	33.26

2013 BUDGETED POSITION LIST & SALARY RANGES

# of Positions	Department	Job Classification	Range	A	B	C	D	E	F	G
1	Administration	City Administrator	CCA	0	0	0	0	0	0	10,521
1	Building	Building Official	36.30	5,547	5,751	5,963	6,185	6,414	6,651	6,897
2	City Clerk	Receptionist/Cashier	3.00	2,962	3,085	3,211	3,341	3,480	3,621	3,782
1	City Clerk	City Clerk	16.00	4,861	5,054	5,257	5,468	5,687	5,913	6,169
1	Executive	Mayor	M	0	0	0	0	0	0	1,200
1	Finance	Accountant	15.50	4,774	4,942	5,115	5,295	5,483	5,675	5,878
1	Finance	Finance Director	42.50	7,246	7,499	7,763	8,033	8,313	8,607	8,908
1	Human Resources	Human Resources Director	37.00	5,612	5,851	6,101	6,359	6,630	6,912	7,204
1	Information Technology	IT Specialist	15.50	4,774	4,942	5,115	5,295	5,483	5,675	5,878
1	Information Technology	IT Manager	37.50	5,905	6,153	6,410	6,676	6,953	7,240	7,548
1	Law Enforcement	Police Admin. Supervisor	27.00	4,841	5,015	5,191	5,375	5,567	5,765	5,964
1	Law Enforcement	Police Commander	38.50	6,844	7,088	7,345	7,608	7,883	8,165	8,469
1	Law Enforcement	Police Support Officer	CE	3,724	3,854	3,988	4,129	4,273	4,424	4,590
1	Law Enforcement	Police Chief	CPC	0	0	0	0	0	0	10,328
18	Law Enforcement	Police Officer	PO	4,714	4,894	5,080	5,272	5,473	5,681	5,903
5	Law Enforcement	Police Sergeant	PS	6,228	6,389	6,556	6,726	6,901	7,080	7,264
3	Law Enforcement	Records Clerk	RC	3,432	3,570	3,712	3,861	4,015	4,176	4,347
7	Legislative	Council	C	0	0	0	0	0	0	500
1	Planning	Permit Specialist	9.50	3,811	3,954	4,107	4,265	4,430	4,600	4,774
1	Planning	PW/Planning Coordinator	12.00	3,736	3,855	3,979	4,106	4,237	4,373	4,512
1	Planning	Associate Planner	16.50	5,371	5,560	5,755	5,958	6,168	6,384	6,609
1	Planning	Senior Planner	36.25	5,609	5,794	5,986	6,183	6,387	6,598	6,827
1	Planning	Principle Planner	36.50	5,736	5,926	6,121	6,324	6,532	6,748	6,970
1	Planning	Planning Director	41.50	7,306	7,533	7,773	8,023	8,280	8,545	8,803
2	Public Works	Engineering Technician	15.50	4,774	4,942	5,115	5,295	5,483	5,675	5,878
1	Public Works	Public Works Superintendent	37.25	6,131	6,338	6,552	6,772	7,000	7,237	7,480
1	Public Works	Public Works Director	43.00	8,030	8,312	8,605	8,907	9,221	9,546	9,881
2	Public Works	Crew Leader	CL	4,721	4,893	5,069	5,251	5,440	5,635	5,831
1	Public Works	Crew Worker I	CWI	3,271	3,398	3,531	3,669	3,812	3,960	4,106
6	Public Works	Crew Worker II	CWII	4,041	4,181	4,328	4,481	4,636	4,799	4,971

**City of Lake Stevens
Adopted Budget 2013**

Position List & Salary Ranges

# of Positions	Department	Job Classification	Range	A	B	C	D	E	F	G
7	Legislative	Council	C	0	0	0	0	0	0	500
1	Executive	Mayor	M	0	0	0	0	0	0	1,200
1	Administration	City Administrator	CCA	0	0	0	0	0	0	10,521
1	Human Resources	Human Resources Director	37.00	5,612	5,851	6,101	6,359	6,630	6,912	7,204
1	City Clerk	City Clerk	16.00	4,861	5,054	5,257	5,468	5,687	5,913	6,169
2	City Clerk	Receptionist/Cashier	3.00	2,962	3,085	3,211	3,341	3,480	3,621	3,782
1	Information Technology	IT Manager	37.50	5,905	6,153	6,410	6,676	6,953	7,240	7,548
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1	Finance	Finance Director	42.50	7,246	7,499	7,763	8,033	8,313	8,607	8,908
1	Finance	Accountant	15.50	4,774	4,942	5,115	5,295	5,483	5,675	5,878
1	Planning & Community Development	Planning Director	41.50	7,306	7,533	7,773	8,023	8,280	8,545	8,803
1	Planning & Community Development	Principle Planner	36.50	5,736	5,926	6,121	6,324	6,532	6,748	6,970
1	Planning & Community Development	Senior Planner	36.25	5,609	5,794	5,986	6,183	6,387	6,598	6,827
1	Planning & Community Development	Building Official	36.30	5,547	5,751	5,963	6,185	6,414	6,651	6,897
1	Planning & Community Development	Associate Planner	16.50	5,371	5,560	5,755	5,958	6,168	6,384	6,609
1	Planning & Community Development	Permit Specialist	9.50	3,811	3,954	4,107	4,265	4,430	4,600	4,774
1	Law Enforcement	Police Chief	CPC	0	0	0	0	0	0	10,328
1	Law Enforcement	Police Commander	38.50	6,844	7,088	7,345	7,608	7,883	8,165	8,469
5	Law Enforcement	Police Sergeant	PS	6,228	6,389	6,556	6,726	6,901	7,080	7,264
18	Law Enforcement	Police Officer	PO	4,714	4,894	5,080	5,272	5,473	5,681	5,903
1	Law Enforcement	Police Support Officer	CE	3,724	3,854	3,988	4,129	4,273	4,424	4,590
1	Law Enforcement	Police Admin. Supervisor	27.00	4,841	5,015	5,191	5,375	5,567	5,765	5,964
3	Law Enforcement	Records Clerk	RC	3,432	3,570	3,712	3,861	4,015	4,176	4,347
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1	Public Works	Crew Worker I	CWI	3,271	3,398	3,531	3,669	3,812	3,960	4,106
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